

Employment Opportunity with the State of Minnesota

Date Posted: 07/30/2012 Closing Date: 08/13/2012
Job Classification: HOUSING DEVELOPMENT OFFICER SENIOR
Working Title: HPP Senior
Hiring Agency: Housing Finance Agency
Location: St. Paul
Salary Range: \$ 21.40 - \$ 31.58 hourly, \$ 44,683 - \$ 65,939 annually
Who May Apply: Open to all qualified job seekers.
Posting Number: 12HFA000022

Work Shift: Day Shift Travel Required: no
Days of Work: Monday-Friday , 8:30 am-5:00 pm Employment Condition: Permanent, Full-time
Classified Status: Classified

Job Duties: Providing technical assistance as needed so that applications received are competitive and meet Minnesota Housing selection and funding criteria.

Analyzing multifamily proposals; selected and underwritten according to program regulations to result in high quality affordable multifamily rental housing.

Generating and testing multiple assumptions, trends, scenarios and formulate useful explanation for given proposals so that multifamily rental developments are financially feasible.

Assist Minnesota Housing legal/closing staff to negotiate legal agreements with developers, borrowers, title companies and attorneys.

Ensuring developments are closed according to program regulations.

Coordinating, evaluating and ensuring a timely sequence of activities in all facets of the multifamily mortgage loan underwriting process.

Minimum
Qualifications:

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

5 years of multifamily rental underwriting experience.

A degree in business administration, finance, accounting, housing, real estate or related field.

Knowledge of Word and Excel software.

Ability to analyze multifamily underwriting proposals that involves multiple funding sources with varying financial risk.

Skill in identifying different financing/underwriting options to make optimal use of available resources.

Ability to analyze and resolve complex or multi-dimensional problems that occur with internal and external program issues.

Ability to negotiate legal agreements with multiple partners and legal staff.

Experience working with housing partners such as developers, attorneys, public agencies.

Ability to adjust tasks or goals quickly when unforeseen circumstances occur or priorities change.

Effectively express ideas both orally and in writing.

Requires occasionally lifting such articles as files and light objects non-frequently. Even though the files and documents being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of frequent movement between one area to another.

Preferred
Qualifications:

Ability to research, understand and interpret housing policy, rules and legislation.

Knowledge of underwriting principles and application to state and federal housing standards.

Established working relationships with governmental non-profit and business organizations as well as general public.

Selection Process: The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this

position, the department may contact you.

How to Apply: Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, please visit the state careers webpage at <http://www.careers.state.mn.us/> . You may also check out the job posting at <http://www.mnhousing.gov/about/index.aspx>

Contact for more info: Patrick Wenum , 651-215-5976 /patrick.wenum@state.mn.us

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).